Job Aid: Approve a User Training Request

Purpose

The purpose of this job aid is to guide supervisors through the step-by-step process of approving a user training request.

Task A

Approve a User Training Request
8 Steps

Task A: Approve a User Training Request

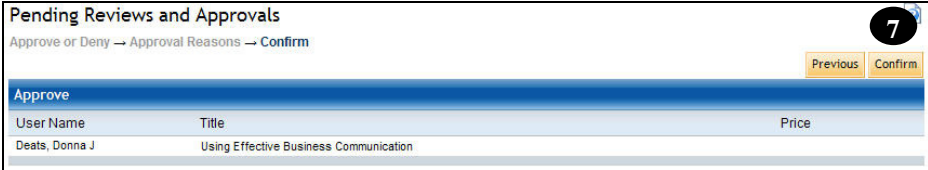|	
1 **2**	From the Home Page, click the **You have User training approvals** link. **or** Navigate to **Personal > Approvals** in the top menu.
3 **4**	Click the **Approve** radio button next to the user's request. Click **Next**. *NOTE: If you click on the title of the Item you can obtain more information about the item that may be helpful in determining whether or not to approve the request.*
5 **6**	Enter reasons for approval, if applicable. Click **Next**.

⑦	Click **Confirm**.	Pending Reviews and Approvals ⑦ Approve or Deny → Approval Reasons → **Confirm** [Previous] [Confirm] **Approve** User Name / Title / Price — Deats, Donna J / Using Effective Business Communication
⑧	Notifications are sent to affected users. Click **Start Over...** to return to the Pending Reviews and Approvals screen.	Pending Reviews and Approvals ⑧ Approve or Deny → Approval Reasons → Denial Reasons → Confirm → **Success** [Start Over...] **Success** You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.